

| Learn The Basics ➡ | Go To ➡ | Click On ➡ | Click to Open |
|---|--|--|---|
| Download video clips/media | Professional Development > Trainers' Toolkit | Users' Guide | Downloading Videos (pdf file) |
| Copyright issues | Professional Development > Trainers' Toolkit | Users' Guide | Closed Captioning (pdf file) |
| New materials, updated content, and current resources from KET, KET EncycloMedia, KDE | www.ket.org/education/encyclomedia.htm | | All in one place, all easy to use. |
| Locate KET resources on KET | Advanced Search > Publishers | Pull-down menu, scroll down to "Kentucky Educational Television" | Search > KET produced content and KDE resources offered on the site |

| How To ➡ | Go To ➡ | Click On ➡ | Click to Open |
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| Hyperlink videos in Word or PowerPoint | Professional Development > Trainers' Toolkit | Users' Guide | Hyperlinking to Video (pdf file) |
| Embed videos in PowerPoint | Professional Development > Trainers' Toolkit | Users' Guide | Embedding Videos (pdf file) |
| Adding videos/ media to "My Content" | Professional Development > Trainers' Toolkit | Users' Guide | My Content (pdf file) |
| Exploring your search results | Professional Development > Trainers' Toolkit | Users' Guide | Exploring Search Results (pdf file) |
| Include closed captioning, as a default setting for streaming | My Account - My Preferences | Enable Closed Captioning > Save Changes | Note: Full-screen video will sometimes make captions disappear. |

| Instruction & PD ➡ | Go To ➡ | Click On ➡ | Click to Open |
|---|--|---|--|
| Changing media players | Media Setting Tab under Embedded Player Window | Select your player selection > Save Changes | Note: *Embed in Web – streams in video window *Stand-Alone – requires Windows Media Player to launch |
| Student passcode | Check with your STC and/or DTC. Only administrative accounts have access to this data. | | |
| Classroom ideas and projects | Professional Development > Trainers' Toolkit | Integration Ideas (pdf file) | |
| FAQ's/fast fixes/technical concerns | Help | Frequently Asked Questions | |
| Basic, self-guided PD | Professional Development | Interactive Training | Choose one of four offerings |
| Ongoing, online, or advanced PD (Two Different Choices) | Professional Development Larry Moore- KET Education Consultant North Central Region | Webinars > Register Today lmoores@ket.org | Register > follow the onscreen guides Free in-school workshops |
| Interactive Atlas | Teacher Center | Discovery Education Atlas | Launch Atlas > Select a Location |
| Daily Calendar | Teacher Center | Calendar | Choose your date! |

Instructional Resources at your Fingertips!

| Questions? | Contact |
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| School equipment or facilities | Your school technology coordinator, District TIS, or District Technology Coordinator/ Chief Information Officer |
| District policies/connectivity issues | Your DTC/CIO |
| KET resources and workshops | Larry Moore at: lmoores@ket.org |
| Technical problems related to the KET EncycloMedia site | Discovery Education Education_support@discovery.com 1.800.323.9084 (press #2 for Customer Service) |



www.ket.org/encyclomedia.htm

KET EncycloMedia has so many great features that it may seem overwhelming! To help you get started, here is an outline of the most popular features of the service.

- *Core Content/ Curriculum Search features*
- *Interactive World Atlas*
- *Assignment, Quiz, and Writing Prompt Builders*
- *Over 5000 videos divided into over 50,000 Segments*
- *400 Elementary level Songs to download*
- *3000 SFX*
- *20,000 Digital Images*
- *40 Historic Speeches*

